



The Town of Sunset Beach

700 Sunset Blvd, North • Sunset Beach • NC • 28468
Phone: (910) 579-6297 or (910) 579-3808 • Fax: (910) 579-1840

Event Date: _____
Application Date: _____

SPECIAL EVENT/RENTAL PERMIT APPLICATION

APPLICANT & EVENT CONTACT INFORMATION

Name of Applicant / Responsible Person: _____

Contact Phone Number: (____) _____ Email Address: _____

Address: _____

Name of Organization: _____

Mailing Address: _____

Event Chairperson (if Different Than the Applicant): _____

Contact Phone Number: (____) _____ Email Address: _____

EVENT DETAILS

Event Name: _____

Event Type (race, cycle, walk, festival, parade, music, etc): _____

Event Date(s) _____ Event Hours: _____ Number of Days for Event: _____

Estimated Number of Participants: _____ Estimated Number of Spectators: _____

Event Website: _____

SIGNAGE / BANNERS

Number of Sign(s): _____	Number of Banner(s): _____
Size of Sign(s): _____	Size of Banner(s): _____
Sign Location(s): _____	Banner Location(s): _____
_____	_____

SERVICES REQUESTED

<input type="checkbox"/> Barricades _____ (Specify How Many)	<input type="checkbox"/> Cones _____ (Specify How Many)
<u>Other Services That May Be Required:</u>	
<input type="checkbox"/> Electricity Hook-Up	<input type="checkbox"/> Traffic Control
<input type="checkbox"/> Emergency Medical Technician	<input type="checkbox"/> Trash Receptacle(s)
<input type="checkbox"/> Road Closure (May require state permit)	<input type="checkbox"/> Trash Removal
<input type="checkbox"/> Road Sweeping	<input type="checkbox"/> Water Hook-Up
<input type="checkbox"/> Staging Area	
<input type="checkbox"/> Other Services Needed Not Listed Here: _____	

Applicant/Agent Signature: _____

Applicant/Agent Printed Name: _____ Date: _____

INFORMATION TO BE PROVIDED BY THE APPLICANT

- ☐ Event Flyer and/or Description of the Event
- ☐ Proof of Liability Insurance (\$1,000,000 minimum coverage amount with Town of Sunset Beach named as additional insured)
- ☐ Maps:
 - ☐ Location Map for Placement of Sign(s) and/or Banners
 - ☐ Route Map of the Area(s) Being Utilized for the Event
 - ☐ Layout of Area with Tents and Other Structures Being Used for the Event
- ☐ Fees Required Per Special Event Fee Schedule (Deposit \$ _____; Event Fees \$ _____)
- ☐ Tent Permit Application
 - (1) A Temporary Special Event Permit Application is required for any tent-like structure that is larger than 700 square feet, with or without side panels.
 - (2) A Flame Retardant Certificate must be submitted for each tent.
 - (3) A \$100.00 fee is charged for each tent that is subject to Tent Permit requirements.

PRE-EVENT MEETING DATE: _____

TOWN STAFF REVIEW

- ☐ **Police Department**

☐ Approval ☐ Denial

Police Department Reviewer Signature: _____ Date: _____
- ☐ **Fire Department**

☐ Approval ☐ Denial

Fire Department Reviewer Signature: _____ Date: _____
- ☐ **Public Works Department**

☐ Approval ☐ Denial

Public Works Department Reviewer Signature: _____ Date: _____
- ☐ **Planning/Inspections Department**

☐ Approval ☐ Denial

Planning/Inspections Department Reviewer Signature: _____ Date: _____
- ☐ **Finance Department** ☐ Fees Reviewed Total Billed \$ _____ Invoice # _____

Finance Department Reviewer Signature: _____ Date: _____
- ☐ **Town Administrator**

☐ Approval ☐ Denial

Town Administrator or Designee Signature: _____ Date: _____

ADDITIONAL COMMENTS

POST EVENT DEBRIEF